

# FACILITIES WORK ORDER REQUEST

INSTRUCTIONS: Complete sections 1 & 2 before routing to Facilities Manager.

SECTION 1 - COMPLETED BY REQUESTOR			
Today's Date <b>28 March 2018</b>	Your Name <b>SHOFFNER, DAVID</b>	Your Extension <b>919-541-0894</b> of <span style="border: 1px dashed black; padding: 0 2px;">Ex. 6 Personal Privacy (PP)</span> cell	Your Branch/Contract <b>FMB</b>
Room Number or Location of Work <b>Boat Shop</b>		Your Project Number	
Description of Work To Be Done (Be brief, use page back if needed)  1) Disconnect environmental chamber from the alarm monitoring system. This is needed so the chamber can be recycled.  <b>Contact Dave Shoffner at 919-541-0894 (office) of <span style="border: 1px dashed black; padding: 0 2px;">Ex. 6 Personal Privacy (PP)</span> cell) with any questions or issues.</b>			
SECTION 2 - COMPLETED BY BRANCH CHIEF			
Branch Chief Approval <b>FMB MORSCHING, JAY</b>		Materials Funded By <b>POS</b>	
Requested Completion Date <b>No later than 01 JUN 2018</b>		Before starting clear with <b>FMB MORSCHING, JAY</b>	
This request <input type="checkbox"/> does take precedence over previous requests of above branch. <input checked="" type="checkbox"/> does not		Notes	
SECTION 3 - COMPLETED BY FACILITIES MANAGER			
Work Order Number		Date	
Approved (Facility Manager)		Approved (Health & Safety or Environmental Compliance, if required)	
Work Assigned To <b>O&amp;M</b>	Date	Completion Date	Total Cost
Project Labor Hours		Costs	Material Costs (Attach Materials List)
Notes:			